

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN10-29

Date: December 20, 2010

Expiration Date: 1/20/13

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CBU TRAINING NEEDS ASSESSMENT SURVEY

The purpose of this Information Notice is to announce that the Workforce Services Division, Capacity Building Unit (CBU) is inviting all staff in the workforce development community to participate in the attached online Training Needs Assessment Survey. This brief survey is being conducted online by the department's Survey and Applied Research (SAR) Section in an effort to assess the future training needs of practitioners in the workforce development community. The goal of the survey is to determine the types of training needed to enhance the competencies of staff who administer workforce preparation programs.

Your participation is voluntary; however it is very important to the success of this study. Your answers will be instrumental in determining which classes should be developed for future training. The SAR Section assures your feedback will remain confidential. Any identifying information will be removed from your responses before the survey results are submitted to the CBU.

To complete the survey, please follow the instructions below:

**Click on this link to begin the survey:** [sar.edd.ca.gov/mrlWeb/mrlWeb.dll?I.Project=CBUTRAINING&id=](http://sar.edd.ca.gov/mrlWeb/mrlWeb.dll?I.Project=CBUTRAINING&id=). If the link doesn't work, copy and paste it directly into your Web browser. (Make sure you record your Authentication ID# that will appear on the first page.)

**If you were unable to complete the survey in one sitting, click on this link to finish it:** [sar.edd.ca.gov/mrlWeb/mrlWeb.dll?I.Project=CBUTRAINING](http://sar.edd.ca.gov/mrlWeb/mrlWeb.dll?I.Project=CBUTRAINING). (Requires your Authentication ID#)

If you have any questions, please contact Darlene Gadley at [darlene.gadley@edd.ca.gov](mailto:darlene.gadley@edd.ca.gov) or (916) 654-8782. For questions concerning how to complete the survey, please contact Susan Ayres at [Susan.Ayres@edd.ca.gov](mailto:Susan.Ayres@edd.ca.gov) or (916) 654-5578.

/S/ MICHAEL EVASHENK, Chief  
Workforce Services Division

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.